

STATE OF CALIFORNIA
Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: July 8, 2004

Bulletin #: 523

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: July 23, 2004

California Relay Service **TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #523:

- ❖ **ADMINISTRATIVE OFFICER I – ANGELES/CHANNEL COAST DISTRICTS/
ADMINISTRATIVE CENTER**
- ❖ **ADMINISTRATIVE OFFICER I – NORTH BAY AND DIABLO VISTA DISTRICTS/
NORTHERN CALIFORNIA ADMINISTRATIVE CENTER**
- ❖ **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/STAFF SERVICES ANALYST –
OFFICE OF GRANTS AND LOCAL SERVICES/HEADQUARTERS/SACRAMENTO**
- ❖ **ASSOCIATE PARK AND RECREATION SPECIALIST/PARK AND RECREATION
SPECIALIST – INLAND EMPIRE DISTRICT**
- ❖ **ASSOCIATE STATE ARCHAEOLOGIST – CULTURAL RESOURCES
DIVISION/CULTURAL HERITAGE SECTION/HEADQUARTERS/SACRAMENTO**
- ❖ **ASSOCIATE STATE PARK RESOURCE ECOLOGIST – INLAND EMPIRE DISTRICT/
MOJAVE DESERT SECTOR**
- ❖ **GROUNDKEEPER – ORANGE COAST DISTRICT/SOUTH SECTOR**
- ❖ **GROUNDKEEPER – ORANGE COAST DISTRICT/SOUTH SECTOR**
- ❖ **MANAGEMENT SERVICES TECHNICIAN/OFFICE TECHNICIAN (TYPING) –
MONTEREY DISTRICT**
- ❖ **OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) – SAN DIEGO
COAST DISTRICT/SOUTH SECTOR**
- ❖ **PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) – COLORADO
DESERT DISTRICT**
- ❖ **PARK MAINTENANCE WORKER I (PERMANENT INTERMITTENT) – COLORADO
DESERT DISTRICT**
- ❖ **PARK MAINTENANCE WORKER I – NORTH COAST REDWOODS DISTRICT/EEL
RIVER SECTOR**
- ❖ **STAFF SERVICES ANALYST (PERMANENT INTERMITTENT) – ACQUISITION &
DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER/SACRAMENTO**
- ❖ **STATE PARK SUPERINTENDENT II – HOLLISTER HILLS DISTRICT**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility**. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE OFFICER I (\$2997-\$4319) – ANGELES/CHANNEL COAST DISTRICTS/ADMINISTRATIVE CENTER

The reporting location for this position is the combined administrative center for Angeles and Channel Coast Districts located at Malibu Creek State Park. This position works under the direction of the Administrative Services Chief. The incumbent will be responsible for contract and fiscal services. This position will be the lead employee for contracts and supervise the fiscal section of the administrative center. The incumbent will work closely with the Administrative Services Chief and district managers to provide expenditure and revenue reports, as well as providing the contracting expertise for the Angeles and Channel Coast District. Computer proficiency is desirable. **State housing is not available.** For further information, please contact Debonne Holm at (818) 880-0361 or dhholm@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE OFFICER I (\$2997-\$4319) - NORTH BAY AND DIABLO VISTA DISTRICTS/NORTHERN CALIFORNIA ADMINISTRATIVE CENTER

The current reporting location for this position is the Russian River sector offices in Duncan Mills. Upon completion, the Administrative Center will be located at Petaluma Adobe State Historic Park, 3325 Adobe Road, Petaluma. This position works under the direction of the Administrative Officer III, and is part of the Administrative Center supervisory team. This position is responsible for all components of the center's administrative program of Concessions, Contracts and Reconciliation for the Diablo Vista and North Bay Districts. Travel to the sector offices in Sonoma, Marin, Mount Diablo, Angel Island and San Francisco will be required. This position performs research, analysis and preparation of all concessions packages, contracts, and reconciliation reports. The incumbent will perform special administrative studies on management problems including strategic planning; act as liaison with Sacramento on the multi-district's critical administrative issues and performs audits pertaining to this program; serve in a wide variety of management teams including the Accounting Team, Information Technology Team, and the Park Quality Management Team; and facilitate the Administrative Center's 5-year Vision, Mission and Implementing Plan. **State housing is not available.** For further information, please contact Jack Ekstrom at (707) 865-2391.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4111-\$4997)/STAFF SERVICES ANALYST (\$2632-\$4155) - OFFICE OF GRANTS AND LOCAL SERVICES/ HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Headquarters in Sacramento. This position works under the direction of the Senior Park and Recreation Specialist. This position is primarily responsible for assisting with the accounting, budgeting, personnel and other related duties of the office. The incumbent will also assist in preparing correspondence and research related to the above duties. Desirable skills include excellent organizational skills, ability to track and analyze expenditures and budgets, written and oral communication skills, and procurement. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information, please contact Nina Gordon at (916) 651-8173 or ngordon@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE PARK AND RECREATION SPECIALIST (\$4516-\$5489)/PARK AND RECREATION SPECIALIST (\$2632-\$4770) - INLAND EMPIRE DISTRICT

The reporting location for this position is the District office located at Lake Perris State Recreation Area. This position works under the direction of the District Superintendent. The incumbent will be responsible for reviewing planning documents, development projects, environmental documents and preparing written and oral responses to appropriate regulatory bodies and project proponents. This position represents the District and Department at public and government meetings, assists with park planning and revenue activities, maintains real property records, assists with public relations and public information activities, and prepares grants. This position will also be the primary District contact on recreation issues, general plans, management plans, and strategic plans. Experience with planning, CEQA, NEPA, knowledge of the region's biodiversity, and effective communication and interpersonal skills are desirable. Training and development assignments will be considered. **State housing is not available.** For further information, please contact Gary Watts at (909) 443-2423.

ASSOCIATE STATE ARCHAEOLOGIST (\$4120-\$4969) - CULTURAL RESOURCES DIVISION/CULTURAL HERITAGE SECTION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is Headquarters in Sacramento. This position works under the direction of Senior State Archaeologist. This position serves in a lead capacity for the Statewide Cultural Resources Management Program. Duties will include coordination of assignments for the cultural resources projects and completion of project status reports. The incumbent will be responsible for compiling archaeological site records into the Index of Historic Properties and assisting in writing and production of archaeological reports and development of the State Archeological resource assessments. Self-motivation, computer expertise and ability to work well in a team setting are highly desirable. **State housing is not available.** For further information, please contact John Foster at (916) 653-4529.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE STATE PARK RESOURCE ECOLOGIST (\$4122-\$4969) - INLAND EMPIRE DISTRICT/MOJAVE DESERT SECTOR

The reporting location for this position is the Mojave Desert Sector headquarters located in Lancaster. This position works under the direction of the District Superintendent. This is an excellent opportunity to manage spectacular natural and cultural resources in the beautiful Mojave Desert. The Mojave Desert Sector is comprised of seven State Park units stretching from Red Rock Canyon State Park to the Antelope Valley California Poppy Reserve to Providence Mountains State Recreation Area. This position is part of the core staff of the Mojave Desert Sector. The incumbent will manage a wide variety of resource programs including the prescribed fire program, desert vegetation restoration program, species inventory and monitoring and defensive planning. The incumbent will have an active liaison role with other state and federal agencies. **State housing is not available.** For further information regarding this position, please contact Craig Mattson at (661) 726-1668 or email at cmatt@parks.ca.gov.

GROUNDSKEEPER (\$2511-\$2851) - ORANGE COAST DISTRICT/SOUTH SECTOR

The reporting location for this position is the Doheny State Beach. This position works under the direction of Supervising Groundskeeper. This position is responsible for the maintenance of the landscaped and native growth area of the parks; maintenance and repair of the irrigation systems; maintenance and repair of the grounds equipment and when necessary, help the maintenance crew with facility maintenance and housekeeping, and answering routine questions from the public. This position is the primary groundskeeper for the South Sector park units: San Onofre State Beach, San Mateo Campground, San Clemente State Beach, and Doheny State Beach. **State housing is not available.** For further information, please contact Charlie Porter at (949) 366-8515.

GROUNDSKEEPER (\$2511-\$2851) - ORANGE COAST DISTRICT/SOUTH SECTOR

The reporting location for this position is the San Clemente State Beach. This position works under the direction of Supervising Groundskeeper. This position is responsible for the maintenance of the landscaped and native growth areas of the parks; maintenance and repair of the irrigation systems; maintenance and repair of the grounds equipment and when necessary, help the maintenance crew with facility maintenance and housekeeping, and answering routine questions from the public. This position is the primary groundskeeper for the South Sector park units: San Onofre State Beach, San Mateo Campground, San Clemente State Beach and Doheny State Beach. **State housing is not available.** For further information, please contact Charlie Porter at (949) 366-8515.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MANAGEMENT SERVICES TECHNICIAN (\$2331-\$3201)/OFFICE TECHNICIAN (TYPING) (\$2510-\$3050) - MONTEREY DISTRICT

The reporting location for this position is the Monterey District Office located in Monterey. This position works under the direction of the District Administrative Officer I. The incumbent will be responsible for all areas of the personnel function in the District, specifically for Big Sur Sector, Multi Agency Facility, Monterey Sector, and Gavilan Sector. Duties include, but are not limited to: preparing and processing attendance documents, appointments, separations, and workers' compensation claims. This position acts as a Health Benefits Representative; reconciles payroll with CALSTARS and attendance with HRIS; processes DPR 511's; tracks and reports on personnel services reimbursements for a variety of PCA's, and maintains personnel records. MS Office computer skill is desirable. **State housing is not available.** For further information, please contact Raquel Valle-Riestra at (831) 655-6949.

OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) (\$14.48-\$17.60) - SAN DIEGO COAST DISTRICT/SOUTH SECTOR

The reporting location for this position is the Tijuana River National Estuarine Research Reserve Visitor Center in Imperial Beach. This position works under the direction of the South Sector Superintendent. The incumbent will be the lead person for the administrative functions, and responsibilities will include time keeping, purchasing, grant administration, as well as general clerical duties. The South Sector includes Tijuana River National Estuarine Research Reserve, which receives significant funding from the National Oceanic and Atmospheric Administration. The incumbent will have a great opportunity to be involved with several exciting programs that operate on regional and national scales. The depth and variety of experience offered by this position is unique within the Department and will prepare the successful candidate for additional career advancement. **State housing is not available.** For further information, please contact Mike Wells at (619) 575-3615.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) (\$14.49-\$15.79) - COLORADO DESERT DISTRICT

The reporting location for this position is the District Headquarters in Borrego Springs. This position works under the direction of the Senior State Park Resource Ecologist. The incumbent will work with Colorado Desert District staff on a variety of resource management projects including exotic plant and animal control, habitat restoration, threatened and endangered species management, erosion control, wetlands management and resource monitoring. The incumbent will assist in the District's herbicide use and storage program and will participate in the District's prescribed fire and wildfire management programs, as well as assist in the maintenance of the District's resource management vehicles and equipment. The incumbent should be in good condition and able to hike 2 to 3 miles in warm weather conditions carrying a backpack. June temperatures in several of the District's park units can reach 115° F. **State housing is not available.** For further information, please contact Jim Dice at (760) 767-3074.

PARK MAINTENANCE WORKER I (PERMANENT INTERMITTENT) (\$15.79-\$18.85) - COLORADO DESERT DISTRICT

The reporting location for this position is the District Headquarters in Borrego Springs. This position works under the direction of the Senior State Park Resource Ecologist. The incumbent will work with Colorado Desert District staff on a variety of resource management projects including exotic plant and animal control, habitat restoration, threatened and endangered species management, erosion control, wetlands management and resource monitoring. The incumbent will coordinate the District's herbicide use and storage program and will participate in the District's prescribed fire and wildfire management programs, as well as responsibility for the maintenance of the District's resource management vehicles and equipment. The successful applicant should be in good condition and able to hike 2 to 3 miles in warm weather conditions carrying a backpack. June temperatures in several of the District's park units can reach 115° F. **State housing is not available.** For further information, please contact Jim Dice at (760) 767-3074.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2737-\$3268) - NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR

The reporting location for this position is Standish-Hickey State Recreation Area. This position works under the direction of the Sector Maintenance Supervisor. The incumbent will be assigned to carry out the facility maintenance and housekeeping functions primarily at Standish-Hickey State Recreation Area. The incumbent will have a great variety of duties including skilled carpentry, masonry, painting, plumbing, equipment operation, welding, chain saw operation, as well as vehicular trouble shooting and servicing. Direction of California Department of Corrections and California Department of Forestry inmate crews is also an integral part of this park units' maintenance program. This position has shared responsibility for the maintenance operations at the southern-end of Sinkyone Wilderness State Park, known as Usal Beach. **Possession of a valid Class A or B California Driver's License is required. State housing may be available.** For further information, please contact Richard Beresford at (707) 946-1815.

STAFF SERVICES ANALYST (PERMANENT INTERMITTENT) (\$15.18-\$23.97) - ACQUISITION & DEVELOPMENT DIVISION/NORTHERN SERVICE CENTER/ SACRAMENTO

The reporting location for this position is the Northern Service Center in Sacramento. This position works under the direction of the Administrative Officer II. This position offers a great opportunity for participation in the contract administration process. This position is responsible for the administrative efforts necessary to accomplish the Division's many contracts. The duties include review of Project Manuals for publication, submit advertisements and conduct bid openings, evaluate bidding documents, prepare contract documents for successful bidder, and process contract documents necessary for approval. Strong organization skills, ability to work under short deadlines, and attention to detail are highly desirable qualities. Excellent computer skills are essential. **State housing is not available.** For further information, please contact Darlene Atkinson at (916) 445-8881.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancy is offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK SUPERINTENDENT II (\$4774-\$5758) - HOLLISTER HILLS DISTRICT

The reporting location for this position is the District Office in Hollister. This position works under the direction of the Chief of the OHMVR Division. The incumbent will be responsible for the overall operation of the Hollister Hills District. An appreciation and thorough knowledge managing recreation programs is essential. The ability to work with Cooperative Associations, Concessionaires, Volunteer programs and Advisory Committees is imperative. Handling politically sensitive issues is a critical part of this position. Knowledge of CEQA, Endangered Species Act, Dust and Noise Management, and the ability to facilitate and communicate creative resource management solutions to park constituents is important. **State housing is not available.** For further information, please contact Tony Perez at (916) 324-5801.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Associate Governmental Program Analyst	July 23, 2004	Promotional Statewide
Communications Operator	Continuous File	Open Non-promotional
State Park Lifeguard (Cadet)	Continuous File	Open
State Park Ranger (Cadet)	Continuous File	Open